

**REQUEST FOR PROPOSAL
PROFESSIONAL ARCHITECTURAL SERVICES
For HIGH SCHOOL ROOFING**

Inland Lakes Schools seeks professional architectural services from a qualified firm to retrofit approximately 47,000 sf of stone ballasted roofing at the High School with a new single-ply PVC membrane roofing system. This roof area consists of three (3) separate levels (Classroom, Library, Gym). Services shall include, but are not limited to, review of the existing conditions, consultation and recommendation on proper system design, cost estimating, assistance with government plan review, bidding and contract administration of the project until completion. This is a Design-Bid-Build project approach Design-Build proposals will not be accepted.

Sealed proposals must be received at the Inland Lakes Schools (ILS) Board of Education Office (4363 S. Straits Highway, Indian River, MI 49749) no later than 3:00 pm on Friday, February 20, 2009. Three (3) copies of your response to the RFP, each containing an original signature of an Officer or Principal of your firm, are required. The Board will not consider or accept a bid received after deadline for submission.

Construction Drawings of the existing facility will be made available to the successful firm for their use in preparing their Design and Construction Documents. The facility is open for review during normal hours of operation. Please contact the Board Office, 231-238-6868 ext. 3 if the firm desires to review the building prior to submitting a proposal.

The following general evaluation criteria will be reviewed by the District; firm background and experience, related project experience within the past 5 years, project approach, fees & compensation for reimbursable expenses.

All costs for preparing and submitting a proposal to the District is the responsibility of the submitting firm. The proposals shall remain valid for at least 60 days from the date of submission. The District anticipates award to the successful firm at their Board Meeting on Monday, February 23, 2009.

Questions related to this RFP as well as proposal submission shall be directed to (231) 238-6868:

Rick Lashuay, Maintenance Supervisor (ext. 9106)
Kris Vizina, Finance Director (ext. 3)
Inland Lakes Schools
4363 S. Straits Highway
Indian River, MI 49749

Information Required in the Proposal:

A. Firm Background & Experience

- Provide the firms' name, address, phone / fax numbers, and email address.
- Provide the name of the contact person submitting the proposal.
- Describe briefly the history of your organization.
- Provide evidence of the firm's Professional Liability Insurance Policy, including a description of annual per claim and aggregate limits
- Provide evidence of the firm's Workers' Compensation Policy.
- Has your firm been involved in any litigation, arbitration or mediation, either as a defendant or plaintiff, over the past five years from the date of this RFP? If so, please provide a general description of the cause or nature and status of each case or claim and the identity of client.

- Has your firm ever been terminated from a project? If so, please provide general information.
- Clearly depict the organizational approach to this project.
- Describe current work load and priority this project related to overall work load.
- Provide brief resumes of key personnel to be assigned to the project.
- Describe responsibilities of personnel assigned to the project.
- Provide information for all outside consultants you anticipate using during this project, including a description of their proposed role on the Team.
- If your firm has multiple locations, please identify the offices in which the various components of work will originate.

B. Related Experience during the last five (5) years

- Provide specific examples of similar projects (remodeling/renovation of public school buildings) that have been completed or are currently in progress, including a description of project scope and cost. Supplement each example with a short statement describing the unique challenges or characteristics that played a major role in the development of the solution.
- Provide contact information for each project appropriate for use as a reference.
- Describe your firm's role in developing the budget, scope and schedule for each example and your firm's performance in achieving the budget, scope and schedule requirements for each.

C. Project Approach

- Describe your approach to the design process as related to this project. Discuss communication methods and interaction techniques with the Board, Staff and other Team Members. Outline the elements of service delivery, including deliverables, which you philosophically embrace as being crucial to achieving a successful outcome for the Board.
- In addition to the examples discussed previously, describe your process for achieving budget and schedule adherence and your success rate for achieving such on projects in the last five years.
- Describe your QC/QA approach to each phase of the process, including construction, project closeout and post-occupancy.
- Provide an understanding of the unique qualities of your firm's approach to service delivery that differentiates your firm from others and briefly describe why you think your firm would be most qualified that the district should use your firm.
- Provide experience with project scheduling, estimating and process that would be used in a project of this size.
- Chosen Firm will be the Professional in Responsible Charge of the project as required by PA 306 and PA 299. Briefly describe your method of supervision during design, bidding, contract award, and construction administration.
- The Board requires that the preparation of bidding and construction contracts be harmonized between the District and the firm.
- With respect to billings and payments, the Board will work with the firm to create consistent language for billing practices and necessary supervision as required by PA 306 and PA 299. This will include assignment of responsibility, review and verify invoices and billing practices, due dates, billing and payment schedules; billing terms of payments and payment for undisputed and/or disputed invoices.
- Regular site attendance during construction will be required– at least once a week and as otherwise required to ensure the quality of the work.
- Describe how your firm proceeds if the project is over budget. Are there any additional fees for redesign or rebidding?
- Describe the firm's philosophy regarding contingency funds.

- Describe your firm's process for complete and accurate Bid Documents.
- What percentage of change orders does your firm normally have on projects? What are the causes of some of these change orders?
- Do you charge an additional fee for change orders?
- What guarantee does your firm have that the people you assign to this project will be there from start to finish? If there is a change in personnel, how would this be handled?
- From the date of Board acceptance please describe the projected timeline for completion of working drawings, schematics and outlined specifications? Please describe the estimated timeline for ordering of boilers and roof top units, delivery, and work completion of same. Also, please provide a projection for final completion date of entire project.
- With respect to ownership of documents, the District will be granted an irrevocable license to use the drawings, plans and specifications either to complete the project in the event the firm no longer provides services under the agreement or, in the alternative, to undertake future additions, remodeling or maintenance with respect to the project.

D. Fees and Compensation for Reimbursable Expenses

- Provide a lump-sum fee for Basic Services, including all anticipated consultants, to complete the project from start to finish, including post construction follow-up.
- Define the types of potential reimbursable expenses that will be incurred and their anticipated costs and/or other potential fees, costs or expenses expected for a project this size and duration. Provide a Schedule of Reimbursable Expenses.
- Provide a Schedule Employee Hourly Rates for additional services above and beyond the original scope of work. Describe what would be considered additional scope of work that would require additional compensation.
- Provide a list of other services provided by your firm not customarily included in the Basic Services for a project of this type, but which may be necessary for this project. The Board will require written notice of all anticipated provision of additional services be provided to the District prior to the performance of such additional services including a good faith estimate of those fees.
- The proposal will be accompanied by a sworn statement disclosing any familial relationship that exists between the owner or any employee of the bidder and any member of the Board or the Superintendent of the District. Proposals submitted without this sworn disclosure statement will not be accepted.
- The Board reserves the right to reject any or all bids.

E. Interview/Presentation

- The Board may require an interview and/or presentation from the firm. If that is the case the District will contact the firm.

**INLAND LAKES SCHOOLS – ARCHITECTURAL SERVICES
HIGH SCHOOL ROOFING**

Firm	Presenter(s)		
Evaluator	Date		

Score 1-5 for each criteria (1=lowest)

A. Project Design Team and Background	Score	Factor	Sum
1. Overall level of comfort with proposed team		5	
2. Structure/organization of the team		3	
3. Roles and responsibilities clearly defined		3	
Subtotal			
B. Related Experience	Score	Factor	Sum
1. Projects similar in cost, size, and specific type		4	
2. Innovation in design, LEED accreditation		4	
3. Expertise/experience of staff proposed on similar projects		5	
Subtotal			
C. Project Approach	Score	Factor	Sum
1. Continuity of staff from planning through construction		5	
2. Design schedule/multiple bid packages		3	
3. Understanding of the project and issues of special concern		4	
Budget and schedule performance history		5	
Subtotal			
D. Fees, Compensation, Bidding & Construction Administration	Score	Factor	Sum
1. Fees and compensation		5	
2. Construction Administration Experience		5	
Subtotal			
E. Interview/Presentation	Score	Factor	Sum
1. Firm presented clear & concise with plan of action		3	
2. Firm candidly and directly responded to questions		3	
3. Demonstrated potential organizational fit with the ILS administrative team		3	
Subtotal			
TOTAL SCORE			